Information Services – Technical Support

Gmail IP Configuration: Setting up Gmail access on an generic IMAP program

Introduction

This will guide you through the steps of making an IMAP connection to your UP e-mail from on or off-campus.

Note: Due to the wide variety of operating systems and mail applications, this help sheet only covers the basic information you will need to make an IMAP connection and is not application specific. Please refer to your mail application's help section for assistance with software specific questions

Steps

You can use the following information to configure IMAP with many mail clients. If you encounter difficulties, we suggest contacting your mail client's customer support department for further instructions.

Incoming Mail (IMAP) Server - requires SSL:	imap.gmail.com **Use SSL**: Yes **Port**: 993
Outgoing Mail (SMTP) Server - requires TLS:	smtp.gmail.com (use authentication) **Use Authentication**: Yes **Use STARTTLS**: Yes (some clients call this SSL) **Port**: 465 or 587
Account Name:	Your full email address (username@up.edu)
Email Address:	Your full Gmail email address (username@up.edu)
Password:	Your Gmail password. Get this password at the UP Help Desk in person with photo ID. Help Desk is located in Buckley Center Room 18

Please note that if your client does not support SMTP authentication, you won't be able to send mail through your client using your Gmail address.

Also, if you're having trouble sending mail but you've confirmed that encryption is active for SMTP in your mail client, try to configure your SMTP server on a different port: 465 or 587.

> *Note: An IMAP connection to the Exchange server will allow you to download your mail messages and will not give you access to your Exchange contacts, calendar or tasks Please use the PilotsUP portal to check those items. For more information on setting up a connection to your e-mail, contacts and calendar, please contact the Help Desk.*

End Help Sheet

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